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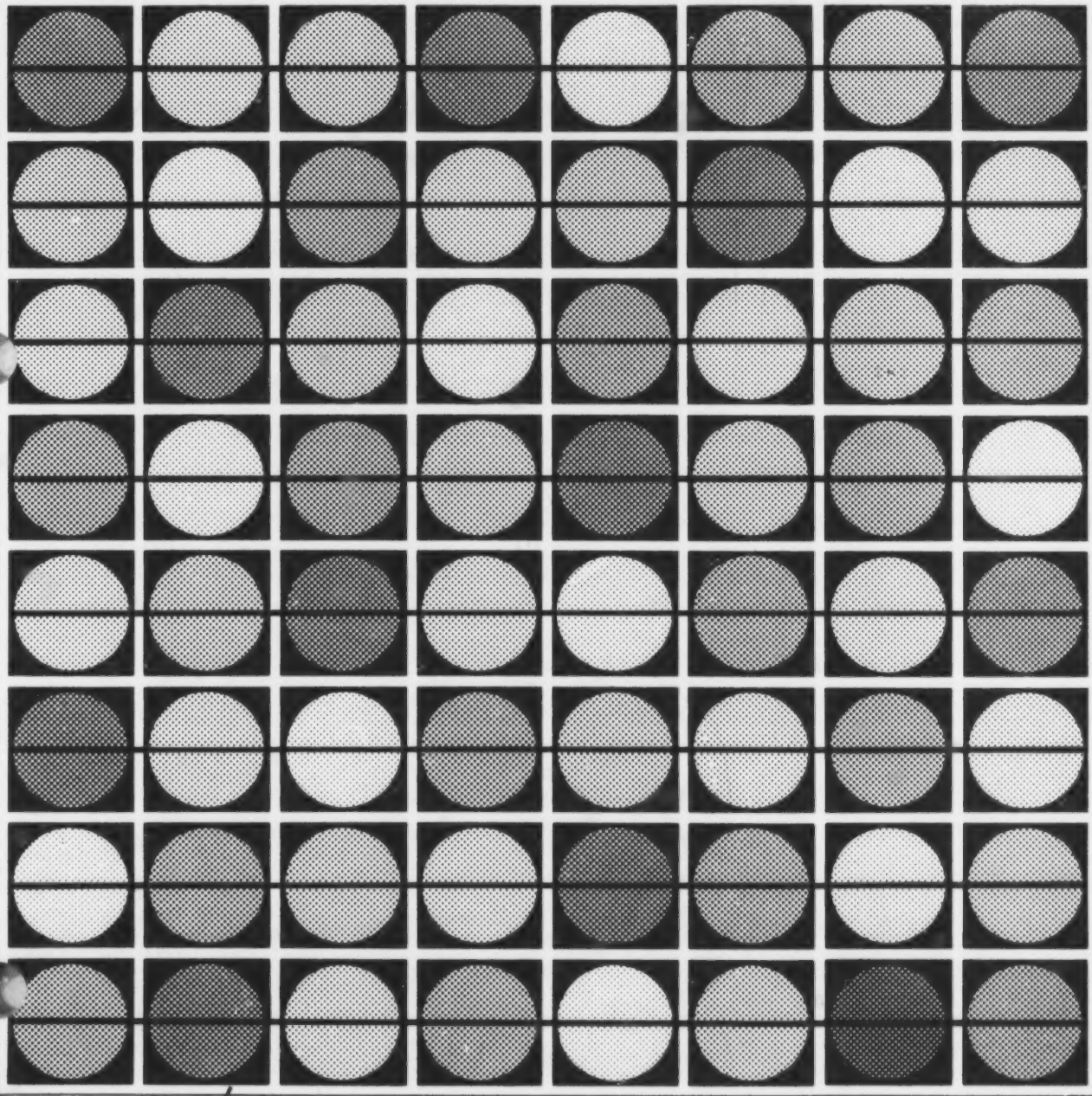
Instruction Manual
Part 3a

Classification and Coding Instructions for Live Birth Records, 1986

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES • Public Health Service • National Center for Health Statistics



HE20.6208/6:

This instruction manual was prepared by the Data Preparation Branch in collaboration with the Division of Vital Statistics. Questions regarding this manual and related coding problems should be directed to the Data Preparation Branch, National Center for Health Statistics, P.O. Box 12214, Research Triangle Park, North Carolina 27709. Questions concerning analysis of marriage data should be referred to the Marriage and Divorce Statistics Branch, Division of Vital Statistics, National Center for Health Statistics, Center Building, Prince George Center, 3700 East-West Highway, Hyattsville, Maryland 20782.

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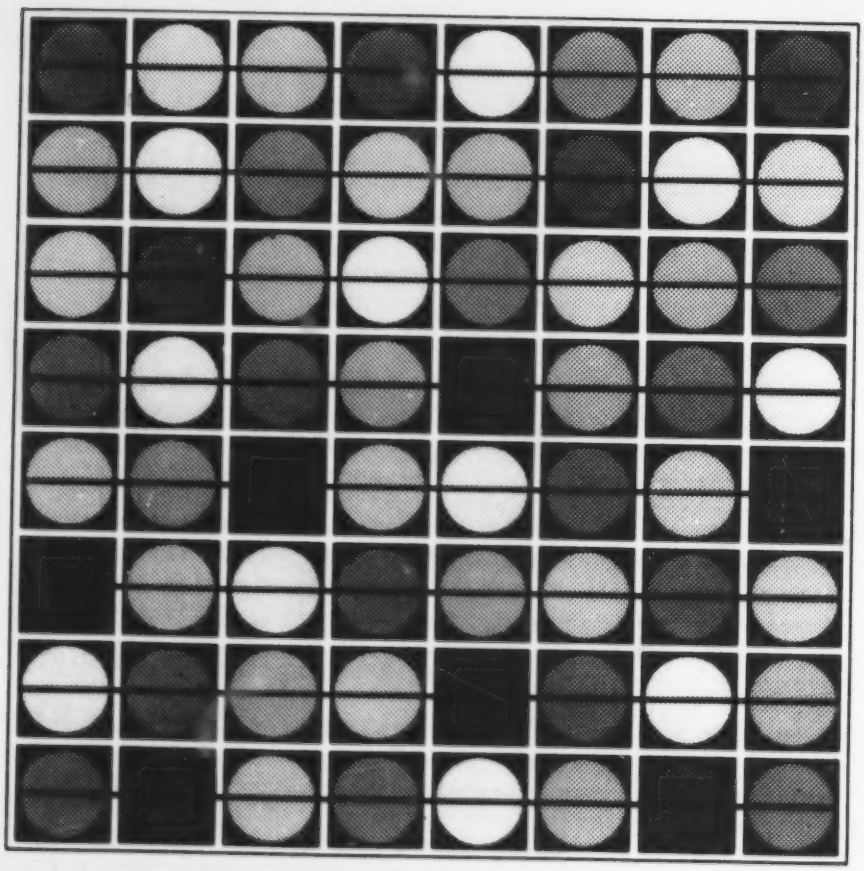
for Live Birth Records, 1986

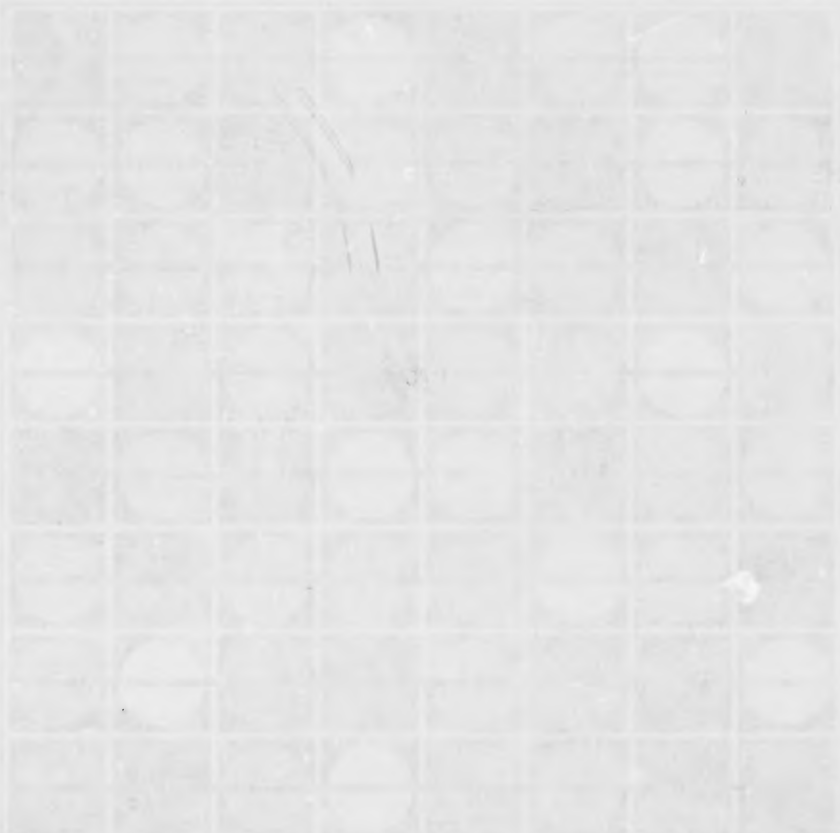
Vital Statistics

Data Preparation



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
National Center for Health Statistics

Hyattsville, Maryland
November 1985



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CLASSIFICATION AND CODING INSTRUCTIONS

FOR LIVE BIRTH RECORDS, 1986

SECTION I - INTRODUCTION

This manual provides data preparation instructions for use by the National Center for Health Statistics (NCHS) in processing basic statistical source data from microfilm (or paper) copies of certificates of birth events occurring in 1986 (see Illustration 1 for "U.S. Standard Certificate of Live Birth"). To assure data convertibility, the code structures and coding instructions are also used by the states that provide precoded data through the vital statistics cooperative program.

SECTION II - BACKGROUND

Microfilm (or paper) copies or state-coded data tapes of birth certificates are received from the vital statistics office of each state and the possessions. All reporting areas transmit 100 percent of their birth records to NCHS in one of these forms. All of the records are used from states that supply state-coded data tapes. For states submitting microfilm (or paper) copies of their birth records, NCHS codes and processes a fifty percent sample of the source records.

As shipments of the microfilm (or paper) copies of birth records are received, the records are typically batched into lots of work containing 2,000-3,999 sample records for processing efficiency. Each lot may consist of one or more data months from one or registration areas. The lots, accompanied by a Lot Control Record (see Illustration 2), are then assigned to key entry operators to classify and convert the data into machine readable form. As each lot is completed and appropriate entries are made on the control records, the source records and control records are returned to the control clerk.

A statistical data record containing demographic data is prepared for each source record designated by the applicable sampling procedure. Additionally, for those source records identified during demographic preparation as having selected information on congenital anomalies, a separate medical data record is created. In this medical data record, codes are assigned by nosologists to those congenital anomalies which are classifiable in the Ninth Revision of the International Classification of Diseases (ICD). After verification procedures and initial mechanical edits are completed, the demographic and medical records are merged for statistical tabulations.

In the coding operation, considerable variation is encountered both in certificate format and in the manner of reporting required data. Coding aids such as special rules, atlases, guides in the use of state-entered codes, and problem referral procedures are available to facilitate proper interpretation.

SECTION III - GENERAL INSTRUCTIONS

A. Sampling Procedures

The general sampling procedure calls for data preparation of a 50 percent sample of live birth records with the exception of Guam and the Virgin Islands whose records are 100 percent processed. The sample records are those with record numbers terminating in an even digit. In addition, birth records of events occurring in the U. S. which have file numbers terminating in an odd digit are processed if such "odd numbered" records are "Indian events." An "Indian event" is defined as a record on which the race of father and/or race of mother would be coded as "Indian" (code 3) according to the instructions given in Section VIII of this manual.1/

B. Additional and Corrected Information

Additional or corrected information for an item(s) on specific birth source records may be microfilmed either preceding or following the record to which it relates. The corrected or additional information for specific items is coded from these corrected records. Also, corrected source records may be received separate from the original record. In such cases, these amended records will be appended to the Lot Control Record if received prior to assignment for processing. Amendments received after initial assignment are not processed.

C. Duplicate and Unnumbered Records

The birth number and state code are used in matching the demographic data record and corresponding medical data record. To avoid mismatches among data records with duplicate record numbers or no numbers, enter as follows:

1. Duplicate Record Number

For duplicate birth numbers assigned to different events, code and enter each odd or even numbered record. Enter the birth number as it appears for the first record; enter 99 for the first two digits of the birth number of the second duplicate number record, 98 for the third such number, 97 for the fourth, 96 for the fifth, 95 for the sixth, 94 for the seventh, 93 for the eighth, 92 for the ninth, 91 for the tenth, 90 for the eleventh, 89 for the twelfth, etc., for all subsequent records having duplicate birth numbers. Record each duplicate birth number in the appropriate block of Section II of the Lot Control Record.

1/ "Odd numbered Indian events" are processed for the Indian Health Survey under a reimbursable agreement.

SECTION III - GENERAL INSTRUCTIONS - continued

C. Duplicate and Unnumbered Records - continued

2. Unnumbered source records will be assigned the same birth number as that of the preceding source record when the preceding number terminates in an even digit except 99 is to be substituted as the first two digits of the birth number. Continue altering the first two digits of the birth number in descending order 98, 97, 96, etc., for all subsequent unnumbered records.

D. Repeated Records

When more than one source record appears for the same event (record), enter one record only. No entry is required on the Lot Control Record.

E. Records Voided or Cancelled on Film

Write the birth number of any voided/cancelled records ending in an even digit in the appropriate block in Section II of the Lot Control Record.

F. Deletions

Do not enter data for events that occurred out of the data year. Do not enter data for duplicate event(s), different number(s). Write the birth number of any such records in the appropriate block in Section II of the Lot Control Record.

G. Filmed Behind Wrong County Target (For states where records are ordered by county before numbering)

If a record has been filmed behind the wrong county target, enter the correct county code and write the birth number in the appropriate block in Section II of the Lot Control Record.

H. Overlapping Records; Missing, Illegible Records or Entries

1. Missing or Illegible Records

If more than four items cannot be determined, consider the record illegible. Write the birth number of each missing or illegible sample record in Section II of the Lot Control Record.

NOTE: Entries on the Lot Control Record are essential in reconciling data/checklist counts and/or requesting retakes; therefore, entries must be recorded accurately and posted to the appropriate category.

SECTION III - GENERAL INSTRUCTIONS - continued

H. Overlapping Records; Missing, Illegible Records or Entries - continued

2. Illegible Item

If an item is illegible, assign the code for the "unknown" category to that item and enter the remainder of the data on that record.

3. Overlapping Records

If more than four items cannot be determined because of overlapping records on microfilm consider the record illegible and write the birth number(s) in Section II of the Lot Control Record.

SECTION IV - SPECIAL RULES

A. Development of Special Rules

At the beginning of a data year, a sample of source records for each registration area is inspected by the supervisor to identify items and reporting characteristics that depart from the general reporting practices covered by this manual. Decisions are made on these items and special instructions are developed.

B. Use of Special Rules

When a unit of work is assigned, the coder is also given a copy of special rules for each registration area represented in the work unit. The coder is to become fully familiar with the special rules, resolving any question with the supervisor before starting to work on the unit. Special rules are to take precedence over the instructions in this manual in any case when the two can be interpreted as contradictory.

SECTION V - REFERRAL OF PROBLEMS

A coder encounters various questions and uncertainties in the course of the work. The types of problems are as follows:

A. Coding problems stemming from inadequate instructions or from the coder's inability to apply the instructions.

B. Legibility problems.

The referral form given in Illustration 3 is to be used for problems in Group A. Records with problems falling into Group A are to be coded to the best ability of the coder. The referrals containing questions that could apply to all coders are discussed by the supervisor in periodic group meetings so all coders may benefit. Those referrals that indicate individual coder inability are discussed privately with the coder.

SECTION V - REFERRAL OF PROBLEMS - continued

Coders are to resolve all problems in Group B without supervisory assistance. If the coder cannot determine the entry, the code for the "unknown" category of that item should be assigned.

SECTION VI - VERIFICATION PROCEDURES

A. General

Independent verification will be performed only on the even numbered live birth records. The odd numbered birth records, which are prepared for the Indian Health Survey, will not be verified. In the independent verification process, the verification operator duplicates the operation of the entry clerk by reentering the information from the source document following the same sequence as that executed by the entry operator. The verification operator is to satisfy discrepancies on the basis of the information appearing on the source document without influence of the coder.

Verification will be carried out under either a total or sample verification scheme as specified in the following paragraphs.

B. Total Verification

1. All work units consisting of less than 2,000 sample (even numbered) records will be 100 percent verified.

2. All work units processed by entry operators not qualified for sample verification will be 100 percent verified.

C. Sample Verification

Ten percent sample verification will be employed on all work lots containing 2,000-3,999 sample records which are processed by an entry operator who has achieved and maintained the level of accuracy prescribed in this section.

1. Criteria for Sample Verification Qualification

Processing of successive work lots totaling 6,000 sample records or more at a record error rate of 2.5 percent or less will constitute qualification for sample verification of subsequent work lots.

2. Sample Selection

Determination of the sample of certificates to be verified in each work lot is carried out as follows:

a. Using a table of random numbers, select an even number within the range of 00-18.

Example: 12

SECTION VI - VERIFICATION PROCEDURES - continued

C. Sample Verification - continued

2. Sample Selection - continued

b. Add 20, 40, 60, and 80 to this number thus creating four additional two-digit numbers.

Example: 12, 32, 52, 72, 92.

c. Verify each certificate in the work lot for which the last two digits of the certificate number correspond to one of the five selected numbers.

Example: In a lot which begins with certificate number 001050 and the above five sample numbers are selected, one would verify the following certificate numbers: 001052, 001072, 001092, 001112, 001132, 001152, 001172, 001192, 001212, 001232, etc.

3. Allowable Error

The allowable error is the number of sample records in error which may be present in a work lot before the verifier must discontinue sample verification and verify the remainder of the lot on a 100 percent basis.

If the allowable error for a work lot is 8, sample verification would terminate with the ninth error record. The remaining records in that lot will then be verified 100 percent.

The following are allowable errors for work lots of specified sample record volume:

Number Data Records	Number Data Records for Sample Verification	Allowable Error
2,000-2,249	200-224	8
2,250-2,499	225-249	9
2,500-2,749	250-274	10
2,750-2,999	275-299	11
3,000-3,249	300-324	12
3,250-3,499	325-349	13
3,500-3,749	350-374	14
3,750-3,999	375-399	15

The allowable error will be entered on the Lot Control Record by the control clerk.

SECTION VI - VERIFICATION PROCEDURES - continued

C. Sample Verification - continued

3. Allowable Error - continued

If during the sample verification of records processed by an individual entry operator the allowable error is exceeded, the entry operator is removed from sample verification and all of his/her subsequent work lots are verified 100 percent until he/she requalifies for sample verification by meeting the criteria specified above.

SECTION VII - DATA ENTRY EQUIPMENT

Key to disc processing is the primary mode of vital record demographic data entry. In key to disc processing, data are keyboarded directly into a mini computer. Interactive with key entry, the computer software performs valid code field edits and selected interfield dependency edits where applicable. The results of the edits are displayed on a cathode ray tube for immediate resolution by the key entry operator or referral to the supervisor if necessary. Other features of the key to disc entry equipment include capabilities for automatic display of data as keyed, key and sight verification, in place record insertion and deletion, and file searches. Since these functions are common to the use of the equipment on any data type, they are contained in a separate operator's reference manual provided by the vendor. This instruction manual contains only those formats and edit specifications unique to key to disc entry of 1986 live birth data (see Section VIII).

SECTION VIII - INSTRUCTIONS FOR DATA CLASSIFICATION AND MACHINE ENTRY

This section contains the data entry, code structure, and classification instructions (excluding special rules) which a coding clerk is to follow in processing each item on the birth certificate. Also included are the edit specifications which are programmed into the key to disc system and to which the coder may have to react based on cathode ray tube screen prompts. The input format and positions are specific to the brand of key to disc equipment used by the Data Preparation Branch of the NCHS. The output format and positions are common to any data entry equipment. Accordingly, where other key to disc, card, or tape equipment is employed, the input procedure may change. The data record output tape positions, however, would not change.

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
DATA YEAR	2*	1	6	Format generated "6"
SHIPMENT NUMBER	2	2-3	01-09	Enter for duplication.
PLACE OF BIRTH STATE	2	4-5	01-54	Enter for duplication in output record. See Appendix A for state codes.
BIRTH NUMBER	3**	1-6		
SEX	3	7	Male----------1 Female---------2 Undeterminable or not stated--9	If sex is not clearly identified, code from name. If name does not establish sex clearly, code 9
DATE OF BIRTH	3			
Month		8-9	January-------01 February------02 March---------03 April---------04 May-----------05 June----------06 July----------07 August--------08 September-----09 October-------10 November------11 December------12 Unknown or not stated--------99	
Day		10-11	01-31 Unknown or not stated--------99	

* Program level 2 records must be created when beginning a new state or a new batch. For each program level 2 record, the system is programmed to duplicate its entries into the output tape records until another program level 2 record is encountered.

** Program level 3 records must be created for entering the detail non-repetitive data.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Format generated "6."	1
Integer field. (Is duplicated in output record.) Range 01-19	2-3
Integer field. (Is duplicated in output record.) Range: 01-54	16-17
Left zero fill > "000000." Must enter.	4-9
Integer field. Must enter. Range: 1, 2, 9.	10
Integer field. Must enter. Range: 01-12, 99.	11-12
Range: 01-31, 99.	13-14

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
PLACE OF DELIVERY	3	12	Hospital (Hospital, institution, clinic, medical center, or maternity home)----------1 Non-Hospital births (Named places, Dr.'s offices, mother's residence, street address)--------2 En route or BOA--3 Not classifiable----------9	If the name of a hospital, institution, "clinic," "medical center," or "maternity home" is given, code 1. For other medical facilities such as "infirmaries," "manors," "facilities," "dispensaries," etc., code 1. If a named place is given other than a hospital, institution, maternity home, medical center, or clinic (for example, a doctor's office, fire department, public places), code 2. If street address is given and the record has not been coded to hospital, code 2. If an entry of "Born at Home" or "At Home" is given, code 2. Births occurring en route to hospital are coded 3. Births occurring on entry to hospital (BOA) are coded 3.
PLACE OF BIRTH -	3	13-15	See Vital Statistics Instruction Manual, Geographic Codes, January 1982. Use code designated "Balance of County" or "Entire County." Code given for coextensive or independent city is to be used as county code.	Write in Section II on the Lot Control Record the number of each record that is filmed behind the wrong county target. Code county as given on record, <u>not as given on target</u>.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 1-3, 9.	15
Integer field. Must enter. Range: 001-954.	18-20

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
ATTENDANT AT BIRTH	3	16	Physician (osteopaths, D.O., residents, interns, externs)-----1 Midwife------2 Status specified other than physician or midwife------3 Status unknown, not specified, or not classifiable-------9	If attendant is "nurse-midwife" (NMW), "midhusband," or "certified nurse-midwife" (CNM), code 2. If the attendant item is blank, refer to the signature or title of the certifier and code attendant based on information reported for the certifier. If the name of the attendant is reported without the title and the name is different from that of the certifier, code 9.
AGE OF MOTHER	3	17-18	Enter as stated Unknown or not stated------99	Symbols such as "+," "-,+ "?," are to be ignored when coding age.
MOTHER'S BIRTHPLACE	3	19-20	States and Possessions-01-54 Canada------55 Cuba--------56 Mexico------57 Remainder of World-------59 Unknown, not stated, or not classifiable--99	See Appendix A for code for states and possessions. When a county or city entry is given and state of birth of mother is not specified, refer to the state of occurrence, 1982 Geographic Coding Manual and code to state of occurrence if the county or city is listed in that state. If the named city is not listed as an incorporated city for state of occurrence, refer to the List of Major Cities, Appendix B and code the state indicated for that city. If not in List of Major Cities, code the state when the given city makes the state obvious (e.g., Richmond - code Virginia).

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 1-3, 9.	21
Integer field. Must enter > "00"	22-23
Integer field. Must enter. Range: 01-57, 59, 99.	24-25

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
RESIDENCE OF MOTHER	3			Ignore the name of a state, county, or city entered on the address line when an entry is reported in the spaces provided for these items.
State		21-22	01-57, 59	
County		23-25	001-954 Select code from Section I, Vital Statistics Instruction Manual - Geographic Codes, January 1982. Select code from Section II only when record contains no county entry.	When the state, county, or city entry has obviously been typed on the incorrect line, consider the entry when classifying residence. When North, East, South, or West is given with a city entry, and it is not listed this way in Section I or II, check the atlas to determine if it is a separate geographic place or an inclusion of the named city. If the named place is not listed in the atlas, consider the entry to be an inclusion of the city named (e.g., East Durham is not listed in the atlas and therefore, is considered to be an inclusion of the city of Durham). If county is given and two cities are given on the city line, check atlas to determine if one is an inclusion. If not, code to city with the larger population. If no county entry is reported and the city is not listed in the Vital Statistics Instruction Manual - Geographic Codes, January 1982, Section II, refer to the atlas to determine county. If atlas indicates city is listed in two counties, refer to the U. S. Census Population 1980, "Number of Inhabitants" and code to the county containing the largest part of the city's population. If New York City is given as place of residence and no borough is given, code to Manhattan Boro.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter	
Range: 01-57, 59.	26-27
Range: 001-954. If state 52-57, 59, will blank automatically.	28-30

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
RESIDENCE OF MOTHER - continued				Rules for use of coding table for Place of Residence of Mother. Apply rules in sequential order. If "rural" is entered, code by line 2 of table and stop. If "rural" is not entered, find line item that fits reporting on certificate and heading that describes reporting in "City Limits Item." Code according to instructions given when horizontal line and vertical column intersect. Example: City but no county entry and outside of city limits. Select line 6A and column (b). Instruction where these intersect is to code "Balance of County1/."

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

CODING RULE TABLE FOR PLACE OF RESIDENCE OF MOTHER

	(a) Inside City Limits Yes	(b) Inside City Limits No
1. Blank	County/City of birth[2/]	County/City of birth[2/]
2. "Rural" entry	Balance of County	Balance of County
3. City listed in Geographic Code Manual (Includes independent and coextensive cities.)	City	Balance of County
4. City not listed in Geographic Code Manual	Balance of County	Balance of County
5. County, but no city entry	Balance of County	Balance of County
6. State and city, but no county entry and State is same as State of Occurrence		
A) City listed in Geographic Code Manual	City	Balance of County[1/]
B) City not listed in Geographic Code Manual	Balance of County[1/]	Balance of County[1/]
C) Atlas gives 2 or more cities by same name in different counties	County of birth	County of Birth
D) City not in atlas	County/City of birth[2/]	County/City of birth[2/]
7. State and city, but no county entry and State is different from State of Occurrence		
A) City listed in Geographic Code Manual	City	Balance of County[1/]

1/ Use atlas and other reference aids to establish county and/or population. See Appendix C for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, Geographic Code Manual.

(c) Inside City Limits Item Not reported or item not on certificate but street address reported	(d) Inside City Limits Item Not reported or item not on certificate and no street address reported
County/City of birth[2]	County/City of birth[2]
Balance of County	Balance of County
Balance of County if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City
Balance of County	Balance of County
Balance of County	Balance of County
Balance of County[1] if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City
Balance of County[1]	Balance of County[1]
County of birth	County of birth
County/City of birth[2]	County/City of birth[2]
Balance of County[1] if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City.	City

2/ Use same rules as coding city and county of residence.

SECITON VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

Coding Rule Table for Place of Residence of Mother - Continued

		(a) Inside City Limits Yes	(b) Inside City Limits No
7.	(Continued) B) City not listed in Geographic Code Manual	Balance of County[1/]	Balance of County[1/]
	C) Atlas gives 2 or more cities by same name in different counties	City with largest population	City with largest population
	D) City not in atlas	Largest City of State of Residence[3/]	Largest City of State of Residence[3/]
8.	State only specified with no city or county entry and State is same as State of Occurrence	County/City of birth[2/]	County/City of birth[2/]
9.	State only specified with no city or county entry and State is different from State of Occurrence	Largest City of State of Residence[3/]	Largest City of State of Residence[3/]
10.	A) Foreign Country -	Code in data positions 21-22 (Leave data positions 23-25 blank.) 55 Canada 56 Cuba 57 Mexico 59 Remainder of World	
	B) U. S. Possessions -	Code in data positions 21-22. (Leave data positions 23-25 blank.) 52 Puerto Rico 53 Virgin Islands 54 Guam	
11.	Two State entries	County/City of birth[2/]	County/City of birth[2/]
12.	City and County entry but no State Entry	County/City of birth[2/]	County/City of birth[2/]

1/ Use atlas and other reference aids to establish county and/or population. See Appendix C for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, Geographic Code Manual.

(c) Inside City Limits Item Not reported or item not on certificate but street address reported	(d) Inside City Limits Item Not reported or item not on certificate and no street address reported
Balance of County[1]	Balance of County[1]
City with largest population	City with largest population
Largest City of State of Residence[3]	Largest City of State of Residence[3]
County/City of birth[2]	County/City of birth[2]
Largest City of State of Residence[3]	Largest City of State of Residence[3]
County/City of birth[2]	County/City of birth[2]
County/City of Birth[2]	County/City of birth[2]

2/ Use same rules as coding city and county of residence.

3/ See Appendix D for city.

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
AGE OF FATHER	3	26-27	Enter as stated. Unknown or not stated ---------- 99	Ignore symbols such as "+," "-," "?," when coding age.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITIONS
Integer field. Must enter >"00."	31-32

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
RACE OF MOTHER		28	White (includes Mexican, Puerto Rican, other Hispanic, and all other Caucasian ---- 1 Black -------- 2 Indian (American Alaskan, Canadian, or Mexican Indian, Eskimo and Aleut) ------- 3 Chinese ------ 4 Japanese ----- 5 Hawaiian (includes part Hawaiian) ---- 6 Other nonwhite (includes Cajun and Creole) -- 7 Filipino ----- 8 Other Asian or Pacific Islander ----- 0 Unknown, not stated, or not classifiable - 9	See Appendix E for other race entries on records. See Appendix F for names of Indian tribes in the U.S., Canada and Mexico. 1. If a mixture of Hawaiian and any other race, code Hawaiian. 2. If a mixture of white and any other race, code to the appropriate nonwhite race. 3. If a mixture of nonwhite races (except Hawaiian), code the first race listed. 4. If entry is "Col.," "N," "Negro," "Colored," "B," "Brown," "A.A.," or "Afro-American," consider the race as Black. 5. If the racial entry is "Yellow," "Oriental," or "Mongolian," and birthplace is given as China, Japan, or the Philippines, consider the parent as belonging to the race indicated by this information. If birthplace is <u>not</u> China, Japan, or the Philippines, consider the parent's race "other Asian or Pacific Islander." 6. If racial entry is "Indian" and birthplace is <u>not</u> in the United States (including Alaska), Canada (any of the provinces), or Mexico, consider race as "Other Asian or Pacific Islander." 7. If "part _____," "1/4, 1/2, 3/4 ____" is given as a single race entry, code the reported race ignoring the prefix.
RACE OF FATHER		29		

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 0-9. Range: 0-9.	33 34

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
BIRTHWEIGHT	3			If weight is reported in grams and pounds and ounces, enter grams.
Units		30	Grams ---------- 1 Pounds and ounces ---------- 2 Not classifiable- 9 Convert kilos to grams (1 kilo = 1000 grams)	Fractions or decimal parts of grams of 1/2 (.50) or more are to be rounded to the next whole gram.
Weight				Fractions of pounds are to be converted to ounces; e.g., 7 1/2 pounds is 7 pounds, 8 ounces.
Grams		31-34	Enter as stated. Not classifiable ------- 9999	Round fractional ounces to nearest ounce. Entries of 1/2 or more are to have weight of a full ounce. If fraction is not legible, it is to have weight of a full ounce.
OR				
Pounds		31-32	Enter as stated. Less than one pound ---------- 00 Not classifiable ---------- 99	
Ounces		33-34	Enter as stated. No ounces ------ 00 Not classifiable ---------- 99	If no entry or dash is given for pounds or ounces, code 00 for that portion of the birthweight that is not reported. If the entire birthweight item is blank or not classifiable, code 99999.
NUMBER AT BIRTH	3	35	Single birth ---- 1 Twin ---------- 2 Triplet --------- 3 Unknown or not stated ---------- 1	Code Siamese twins -------- 2 Code plural births higher than triplets ---------- 3

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	\
Range: 1, 2, 9.	35
Range: 0000-9999.	36-39
	OR
Range: 00-99.	36-37
Range: 00-99.	38-39
Integer field. Must enter. Range: 1-3.	40

TION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
MARITAL STATUS MOTHER	3	36	Married---------1 Unmarried-------2 Not classifi-able----------9	Other Entries Legitimate---------1 Widowed-----------2 Divorced----------2 Separated----------1 Common Law---------1 Indian Marriage----1 Marriage Annulled--2 Illegitimate-------2 When checkbox and other entries contradict, code other entry. Use codes 1, 2, and 9 for all records - with or without "marital status" item. For records with no marital status item, refer to names (surnames) and code as indicated below. These instructions are listed in priority-of-use order. Use first appropriate code. Father's name missing--------------2 Father's and mother's current names same----1 Father's and mother's current names different----------2 Father's and child's name same; mother's current name missing--------------1 Father's and child's names different; mother's current name missing--------------2 If child's surname is a hyphenated combination of the mother's and father's surnames (either entire surnames or portions of the parents' hyphenated surnames) then assume parents are married and code "1." Refer other unconventional names to the supervisor.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 1, 2, 9.	41

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
PREGNANCY HISTORY	3		Item not on record ------ 88 Unknown, or not classifiable -------- 99	Other Entries: "N.A.," "-," "X," "0," ---- 00 ?, Unk., #, etc. ---------- 99 Do not include "adoptions."
Number Live Births Now Living		37-38	Enter as stated. None ---------- 00 Blank --------- 77	
Number Live Births Now Dead		39-40	Enter as stated. None ---------- 00 Blank --------- 77	
Number Other Terminations:				If single item "Born Dead (any time after conception)," code 88 in Before 20 Weeks and reported entry in After 20 Weeks.
Before 20 Weeks		41-42	Enter as stated. None ---------- 00 Blank --------- 77	
After 20 Weeks		43-44	Enter as stated. None ---------- 00 Blank --------- 77	NOTE: Code "20 Weeks" in data positions 43-44.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	
Range: 00-50, 77, 88, 99.	42-43
Range: 00-50, 77, 88, 99.	44-45
Range: 00-50, 77, 88, 99.	46-47
Range: 00-50, 77, 88, 99.	48-49

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
DATE OF LAST LIVE BIRTH	3			If a span is given for month or year, code the earlier entry; e.g., March-April, 1972, code 03-72.
Month		45-46	January -------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ----------- 05 June ----------- 06 July ----------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12 Unknown or not stated ----- 99	
Year		47-48	Enter last two digits. Unknown or not stated --------- 99 "None," "0," "Not Applicable," "-" --- 9999 Item not on record ------- 8888	

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	\
Range: 01-12, 88, 99.	50-51
Range: 01-99.	52-53

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
DATE OF LAST OTHER TERMINATION	3		January -------- 01 February ------- 02 March ---------- 03 April ---------- 04	If a span is given for month or year, code the earlier entry; e.g., March-April 1972, code 03-72.
Month		49-50	May ----------- 05 June ---------- 06 July ---------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12 Unknown or not stated --------- 99	
Year		51-52	Enter last two digits. Unknown or not stated --------- 99 "None," "0," "Not Applicable," "-" --- 9999 Item not on record ------- 8888	

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	
Range: 01-12, 88, 99.	54-55
Range: 01-99.	56-57

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
EDUCATION OF MOTHER	3	53-54	Elementary or Secondary	See Appendix G for other entries on records.
EDUCATION OF FATHER		55-56	00-12 College 1 year --------13 2 years -------14 3 years -------15 4 years -------16 5+ years ------17 Item not on record --------88 "Unknown," "not available," blanks, uncodable entries, etc. --99	1. Code the highest grade completed. 2. If two or more levels of education are given for a parent, code the highest level assigned to codes other than 99. Examples: Elementary or Secondary — College — Code 12 — 2 yrs. Tech — 12 Blank — 2 yrs. Tech — 99 12 — 2 yrs. — 14 3. If only a partial year or indication that a full year has not been completed is given in college block and no other entry is given (e.g., one semester, one quarter, two quarters, etc.), code 12. 4. If year is given with a fraction or symbol such as +, -, ?, etc., ignore fraction or other symbol and code year as stated. 5. If two or three semesters, three or four quarters, or two or three trimesters are given in the college block and no other entry is given in college block, code 13. 6. If entry is given as "All" in elementary or secondary block, code 12. If entry is given as "All" in college block, code 16.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 00-17, 88, 99.	58-59
Range: 00-17, 88, 99.	60-61

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTURCTIONS
	PROGRAM LEVEL	DATA POSITION		
EDUCATION OF MOTHER - EDUCATION OF FATHER - continued				7. If entry in college block is "A.A." or "A.S.," code 14. 8. If entry in college block is "B.B.A.," "B.A.," "A.B.," or "B.S.," code 16. 9. If entry in college block is "A.M.," "M.A.," "M.Sc.," "M.D.," D.V.M.," "D.D.S.," D.D.M.," "D.O.," "L.L.B.," "Ph.D.," or other advanced degree, code 17. 10. When symbols such as +, -, ?, /, etc., are given in either block and no other entry is given, code 99. If an entry is reported in either block with a symbol given in the other block, ignore symbol and code entry as stated. 11. If entry is R.N. or B.S. in Nursing, code as follows: R.N. ---------- 14 2 R.N. ---------- 14 3 R.N. ---------- 15 4.R.N. ---------- 16 B.S. in Nursing ---------- 16

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
DATE OF LAST NORMAL MENSES	3		January -------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ------------ 05 June ---------- 06 July ---------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12 Unknown or not stated --------- 99	If a span is given for day, code the earlier entry; e.g., January 10-11, 1972, code 01 10 72. If elapsed span is 8 days or longer, code entry 99. If no day is given but approximate part of month is given, code: "Beginning of month" -- 07 "Middle of month" ----- 15 "End of month" -------- 24
Month		57-58		
Day		59-60	01-31 Unknown or not stated --------- 99	Sometimes the estimated date of confinement (EDC) or the expected date of delivery (EDD) are reported as the date of last normal menses. When a date is reported with either of these terms or abbreviations, code the date of last normal menses as "Unknown."
Year		61	Enter last digit. Unknown or not stated ---------- X	
			Item not on record ------ 88888	

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	
Range: 01-12, 88, 99.	62-63
Range: 01-31, 88, 99.	64-65
Range: 0-9, -.	66

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
MONTH PRENATAL CARE BEGAN	3	62	1st month ------- 1 2nd month ------- 2 3rd month ------- 3 4th month ------- 4 5th month ------- 5 6th month ------- 6 7th month ------- 7 8th month ------- 8 9th month or later ---------- 9 None ---------- 0 Month named - Blank Unknown, not stated, or not classifiable ---- X Item not on record ---------- Y	If any fractions of a month are reported, round to next whole month. If entry is "-" code "0." If entry is reported in weeks, convert to appropriate month using the table below: Weeks — Month 1-4 — 1 5-9 — 2 10-13 — 3 14-17 — 4 18-22 — 5 23-26 — 6 27-30 — 7 31-35 — 8 36+ — 9 If both a named month and the numeric month (1-9) that prenatal care began is reported, code the numeric month.
Named Month		63-64	January ------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ---------- 05 June ---------- 06 July ---------- 07 August --------- 08 September ------ 09 October ------- 10 November ------- 11 December ------- 12	If data position 62 is blank and the named month code is given, code as stated. If month name is given, code according to table. If no month name or month code is given, data positions 63-64 are to be left blank. If entry is reported in trimesters, code "X" in data position 62.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Numeric field. Range: 0-9, -, &, blank.	67
Integer field. (Will blank automatically if data position 62 is filled.) Range: 01-12, blank.	68-69

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSTION		
TOTAL PRENATAL VISITS	3	65-66	00-49+ Item not on record --------- 88 Unknown, not stated, or not classifiable ---------- 99	If entry is reported as a span; e.g., 10-13, enter the lower number of visits. If entry of "none," code "00." If entry of "-," code "00."
APGAR SCORE	3		Apgar Score	Enter as reported.
1 minute		67-68	0 ---------- 00 1 ---------- 01	If entry is greater than 10, code 99.
5 minutes		69-70	2 ---------- 02 3 ---------- 03 4 ---------- 04 5 ---------- 05 6 ---------- 06 7 ---------- 07 8 ---------- 08 9 ---------- 09 10 ---------- 10 Item not on record --------- 88 Unknown or not stated --------- 99	If entry is a range, e.g. 6-8, code 99. Entries of "none" are to be coded 99. If a fraction is given with an entry (e.g., 7.5), ignore the fractional part of the entry.
CONGENITAL MALFORMATIONS	3	71	Any stated condition ------- 1 No definitive condition reported ---- blank	Data position 71 is to be blank except when a definitive condition(s) is reported. Do not consider entries of "none," "nil," "0," "premature," or "low birthweight" as definitive conditions.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 00-49, 88, 99.	70-71
Integer field. Must enter. Range: 00-10, 88, 99. Range: 00-10, 88, 99.	72-73 74-75
Integer field. Must enter. Range: 1, blank.	76

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
IHS COMMUNITY Occurrence and Residence Codes	3	 72-74 75-77	Refer to the Standard Code Book. Use the three digit code in the column headed "Com."	1. The community must be coded when the occurrence and/or residence is reported to be in one of the following States and counties and race of one or both parents is reported as Indian (full or mixed blood): State — County Alaska — All reporting Districts Arizona — Apache, Coconino, Mohave, Navaho, Yuma Maine — Aroostook Minnesota — Beltrami, Clearwater, St. Louis Montana — Big Horn Nevada — Lander, Nye New Mexico — Cibola, McKinley, Rio Arriba, Sandoval, San Juan, Valencia Utah — San Juan, Tooele Wisconsin — Iron, Oconto Any reported community (city) not listed in the Indian Health Survey Standard Code Book or that cannot be coded because of source record deficiencies is to be coded 777.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Will blank if race item does not contain "3" in either data position. Must be entered if race item contains a "3" and occurrence and/or residence meets criteria as set forth in coding instructions.	77-79 80-82

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
IHS COMMUNITY Occurrence and Residence Codes continued				2. When occurrence and/or residence is reported to be in one of the following States and counties and race of one or both parents is reported as Indian, code this item for <u>all</u> communities listed in the Indian Health Survey Standard Code Book. Reported entries that are not listed in the Indian Health Survey Standard Code Book or that cannot be assigned because of source record deficiencies are to be coded 888.
	**********			**********
	**********			<u>STATE</u>: Arizona
	<u>NOTE</u>: SPECIAL ATTENTION SHOULD BE GIVEN TO SPELLING OF COMMUNITY NAMES AS MANY COMMUNITY NAMES ARE SIMILAR IN SPELLING.			<u>COUNTIES</u>: Gila, Maricopa, Pinal, and Yavapai.
				<u>STATE</u>: California
	<u>EXAMPLE</u>: Canyon Biablo Canyon Seablo			<u>COUNTIES</u>: Alpine, Humboldt, Imperial, Mendocino, Modoc, Riverside, San Bernardino, and Shasta
	**********			
	**********			
				<u>STATE</u>: New Mexico <u>COUNTY</u>: Bernalillo
				<u>STATE</u>: Utah <u>COUNTY</u>: Millard

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
ORIGIN OR DESCENT	3		Mexican -------- 01 Puerto Rican --- 02 Cuban ---------- 03	See Appendix H for clarification of codes 15-24 and other entries.
Mother		78-79	Central or South American - 04	See Appendix F for Indian tribes (to be coded 07).
Father		80-81	Other and unknown Spanish- 05 "American" ----- 06 Indian (American, Alaskan and Canadian or Mexican Indian, Eskimo and Aleut) --------- 07 British, Scottish, Welch, Scotch-Irish --- 08 Irish ---------- 09 German --------- 10 French --------- 11 Norwegian, Swedish, Danish --------- 12 Polish --------- 13 Italian -------- 14 Other North, Central and South American - 15 Other Western European ------- 16 Other Northern European ------- 17 Other Eastern European ------- 18 Other Southern European (excl. Spain) -- 19 Southeast Asian and Pacific Islander ------- 20 South Central Asian ---------- 21 Other Asian ---- 22 North African -- 23 Other African -- 24	If "American" is given with any other entry (except American Indian), code the other entry. If more than one entry is given, code first listed entry, e.g., Irish-Mexican code 09.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	
Range: 01-24, 88, 99.	83-84
Range: 01-24, 88, 99.	85-86

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
ORIGIN OR DESCENT Mother Father - continued			Not on certificate ---------- 88 Not classifiable ---------- 99	
For those states where the origin item refers to "Spanish origin" only, the following code structure is to be used in lieu of the above expanded version.				
SPANISH ORIGIN Mother Father	3	 78-79 80-81	Non-Spanish ---- 00 Mexican -------- 01 Puerto Rican --- 02 Cuban ---------- 03 Central or South American - 04 Other and unknown Spanish- 05 Not on certificate ---------- 88 Not classifiable ---------- 99	See Appendix H for clarification of codes 04, 05, and other entries. If Appendix H is a code other than 01-05, code 00 (non-Spanish). If "No" is specified, code 00. If "Yes" is specified with no specified Spanish group, code 05. If more than one entry is given code first listed entry, e.g., Mexican-Puerto Rican, code 01.
END OF RECORD				

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter.	
Range: 00-05, 88, 99.	83-84
Range: 00-05, 88, 99.	85-86

SECTION IX - PREPARATION OF MEDICAL RECORD

Part A. Medical Coding Instructions

Birth records containing a stated congenital malformation will be flagged by the Vital Records Section, Demographic Coding Unit, with a code 1 in data position 71. Flagged records will be listed to minimize time required for locating selected records for medical coding. From this listing, a medical record is to be generated for each record reporting a congenital condition classifiable in the International Classification of Diseases, Ninth Revision. Conditions are to be coded on the computer listing in the order that they appear on the record. When more than seven codable conditions are encountered, delete duplicate codes. If more than seven remain, refer to supervisor.

Only the information recorded in the space provided for congenital malformations is to be considered for coding purposes.

All coding is to the full four-digit code level. The medical coding is dependently verified on a 100 percent basis. After medical coding, the data are key entered and 100 percent verified on key to disc equipment according to the format and instructions given in Part B of this section.

Part B. Data Classification and Machine Entry for Medical Data Records

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
DATA YEAR	2*	1	6	Format generated "6"
STATE OF BIRTH	2	2-3	01-51	Enter for duplication in output record. See Appendix A for state codes.
COMPONENT OF REPORTING AREA	2	4	Chicago--------6 New York City Boroughs: Bronx--------1 Brooklyn-----2 Manhattan----3 Queens-------4 Richmond-----5 All other reporting areas ----------0	Enter for duplication in output record.
BIRTH NUMBER	3**	1-6		
CONGENITAL MALFORMATIONS	3	7-10 11-14 15-18 19-22 23-26 27-30 31-34		1. Enter each condition code in the order it appears on the computer listing. 2. Fields are to be left blank when no code is recorded on computer listing. 3. For three-digit codes, (a) ignore "X's" when recorded with a three-digit code and (b) leave data positions 10, 14, 18, 22, 26, 30, and 34 blank.
END OF RECORD				

* Program level 2 records must be created when beginning a new state or a new batch. For each program level 2 record, the system is programmed to duplicate its entries into the output tape records until another program level 2 record is encountered.

** Program level 3 records must be created for entering the detail non-repetitive data.

KEY TO DISC INTERACTIVE EIDTS	OUTPUT TAPE POSITION
Format generated "6"	1
Integer field. (Is duplicated in output record.) Range: 01-51.	8-9
Integer field. (Is duplicated in output record.) Range: 0-6.	10
Left zero fill ⇒ "000000." Must enter.	2-7
Numeric field. Range: 0-9, space.	11-14 15-18 19-22 23-26 27-30 31-34 35-38

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING

A. Checklist/Data Count Reconciliation

1. For States Submitting Certificates Numbered Behind County Targets

A checklist control form accompanies the transmittal of source records to NCHS from each registration area. This form provides counts of source records by county of occurrence for each month submitted. Once keyed to tape, it is used as a control against which the data record file can be balanced down to the level of county of occurrence. Counts for data checklist files are compared by computer, and the following listings are produced to enable proper balancing.

a. Table 3 - Monthly Verified Count by State and County

General

This table is produced for each computer processing cycle. The 100 percent count obtained from the data records for each county or county equivalent, is compared with the corresponding checklist count. Any difference between the two is printed out in the column labeled "Difference Count." A minus difference indicates that the DATA COUNT is that much LESS than the checklist count. A positive difference indicates that the DATA COUNT is that much MORE than the checklist count. (The actual number of records involved is one-half that of the Difference Count.)

NOTE: The beginning and ending birth numbers shown for each county are not necessarily inclusive. Refer to the Analysis Listing for specific range of birth numbers contained in each county.

Sequence

State of occurrence and county (or county equivalent).

b. Data Analysis Listing

General

This listing is produced from the natality tapes by cycles representing approximately 160,000 records each. It is to be used in reconciling the data counts with checklist counts when the difference is over the allowable tolerance.

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

1. For States Submitting Certificates Numbered Behind County Targets - continued

b. Data Analysis Listing - continued

Sequence

The listing is in sequence by state of occurrence, county (or county equivalent), and birth number.

Explanation

For each county or county equivalent, the following information is printed out:

(1) The birth number of the FIRST record (START).

(2) The birth number of the LAST record (END).

(3) The numbers of any sample records that are missing between the first and last birth numbers shown. (Individual numbers are printed if only one record is missing; an inclusive group is shown when any consecutive numbers is missing.)

(4) The odd numbered records that are entered. (Excluding records with odd birth number when race of father and/or mother is coded 3 (Indian). Information to the right of the word "odd" is information contained in the first 80 positions of the record.)

(5) ALL DUPLICATE records are printed out. The information to the right of the word "duplicate" is the data contained in the first 80 positions of the record.

(6) The records with impossible birth numbers that were entered. The information to the right of the word "impossible" is the information contained in the first 80 positions of the record.

(7) The last line for each county (END) also reflects the 100 percent total count.

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

1. For States Submitting Certificates Numbered Behind County Targets - continued

The allowable tolerance is a maximum difference of three (or less). If there is a difference of more than three between the checklist and data count totals, the difference must be reconciled. This will be accomplished as follows:

a. Locate the difference entry on the Data Analysis Listing.

b. Analyze the differences with the use of the Lot Control Record, checklist, and film in the following ways:

(1) Shortage of Data Records

(a) Verify accuracy of beginning/ending birth numbers and checklist count and compare verified information with printout on Table 3.

(b) Check Lot Control Record for void or missing/illegible records.

(c) Check other counties for records appearing in wrong county and transfer to county in which shortage appears. CAUTION - Make such transfers only after checking Lot Control Record to see if the record was filmed behind wrong county target and if this is noted on the Lot Control Record, the coder has made the correction. A notation should be made on the computer listing.

(d) Check microfilm file for any remaining records indicated as missing. If record is not in microfilm file, request copy of certificate from state office.

(2) Overage of Data Records

(a) Verify accuracy of beginning/ending birth numbers and the checklist count and compare with printout on Table 3.

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

1. For States Submitting Certificates Numbered Behind County Targets - continued

b. (2) Overage of Data Records - continued

(b) Check the analysis listing for duplication of records. If duplicate(s) is found:

1. Check all printout information; if identical, delete duplicate(s).

2. If duplicate birth numbers but different records, check the film to determine the correct record or see if the same birth number was assigned to different records. It is often possible to identify the correct record and identify the remaining record(s) as one shown on the analysis listing as missing.

(c) If a record has been improperly included, delete it from the file. (See d.(2) below.)

c. Post the results of the analysis on Table 3.

d. Post the following differences to the Checklist and Data Tabulation Analysis Form (Illustration 4).

(1) Change in OCCURRENCE - For records that were incorrectly entered for county of OCCURRENCE. (See line 1.)

(2) Deletion - For records that need to be eliminated from the data file (duplications, etc.). (See line 2.) If multiple duplication occurs, establish the correct record by checking identifying items on film. Try to match the other record(s) with records listed as missing. Make a notation on the listing showning how the discrepancies have been resolved. A deletion entry will delete the first record of a duplication. If the second record is in error, it will be necessary to delete both records and add the correct record. (See (3) below.)

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

1. For States Submitting Certificates Numbered Behind County Targets - continued

d. (3) Addition - For records that were not included in the data file. (See line 3.) A reader-printer copy of the missing image must be made for all additions and attached to the Checklist and Data Tabulation Analysis Form.

e. "Prepare Tape From Checklist and Data Tabulation Analysis Form"

(1) Corrected place of occurrence - Make an entry for each line item in the form coded with a "1" in data position 1.

(2) Deletion - Make an entry for each line item posted on the form coded with a "2" in data position 1.

(3) Additions - A reader-printer copy of the missing record(s) or the correct record, in case of error, will be attached to the form. A record must be entered and verified 100 percent from this record according to the regular natality coding instructions except for data position 1. Data position 1 will always have a "3" entered to show additions.

2. For States Submitting Certificates Numbered Without County Targets

Once the basic data file shipment is processed, its contents are compared with the control information supplied by the state in order to establish a complete, unduplicated file for editing and tabulations. The comparison is made on the following elements:

a. Beginning and ending certificate numbers

b. Sequence check in the above range to identify

(1) duplicate birth numbers

(2) missing records

c. Records with birth numbers outside of the valid range defined by a. above.

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

2. For States Submitting Certificates Numbered Without County Targets - continued

Based on this comparison, the following messages are printed to facilitate the reconciliation process:

"MISSING" cites the birth number (or range of numbers) of the missing record(s)

"DUPLICATE" cites the birth number(s) which is duplicated. (The data record is also printed out with the birth number to facilitate determination of whether the entire data record is duplicated or if the "duplicate" really represents different events with the same birth number.)

"EXTRA" cites the birth number (or range of numbers) of each extra record.

The printout also contains information on total file counts and numbers of "Missing," "Duplicate," and "Extra" records.

"MISSING": Check state transmittal form to see if record has been voided by state. If not, check microfilm file for record and make copy for addition to file. If record is not in microfilm file, request copy of certificate from state office.

"DUPLICATE": Check microfilm file to determine if the duplicate represents two different events. If not two different events, flag for deletion.

"EXTRA": All extra records should be deleted.

Update records should be processed using the format given in Section VIII. Special instructions are as follows:

Addition Records: Code and enter all records flagged for addition to the file. Data position one of program level 2 should be coded "3" to indicate an addition.

Deletion Records: For each record flagged on the listing for deletion, create a record containing a "2" in data position one (data year) of program level 2 to

SECTION X - PROCEDURES FOR CHECKLIST/DATA COUNT RECONCILIATION AND REJECT PROCESSING - continued

A. Checklist/Data Count Reconciliation - continued

2. For States Submitting Certificates Numbered Without County Targets - continued

a deletion. The only other information needed in the record is:

Program Level	Positions	Item
2	2-3	State
2	4-5	Shipment Number
3	1-6	Birth Number

NOTE: For duplicates on which one record of the set (two or more records with same ID and data) needs to be retained, it is necessary to first delete each member of the set using "deletion" records and then restore one record through use of an "addition" record.

B. Reject Processing

Birth data are edited on the mainframe computer to detect impossible and highly improbable codes. Replacement codes for fail edits in certain items are imputed automatically without reference to the source document. Records having fail edits on the occurrence, residence, and age of mother items are rejected from the birth file and are listed for reference to the source document to establish the proper code assignment. On this reject listing the records appear in the order of the original demographic records. For each record appearing on the reject list, a key entry operator must find the record on microfilm and code it in entirety regardless of whether the fail edit items were originally correct. The only exception is that records inadvertently introduced in the file may be rejected simply by not re-entering them. This process is verified 100 percent.

APPENDIX A

GEOGRAPHIC CODES FOR STATE OF BIRTH AND RESIDENCE

Code	State	Abbrev.	Code	State	Abbrev.
01	Alabama	AL	28	Nebraska	NB
02	Alaska	AK	29	Nevada	NV
03	Arizona	AZ	30	New Hampshire	NH
04	Arkansas	AR	31	New Jersey	NJ
05	California	CA	32	New Mexico	NM
06	Colorado	CO	33	New York	NY
07	Connecticut	CT	34	North Carolina	NC
08	Delaware	DE	35	North Dakota	ND
09	District of Columbia	DC	36	Ohio	OH
10	Florida	FL	37	Oklahoma	OK
11	Georgia	GA	38	Oregon	OR
12	Hawaii	HI	39	Pennsylvania	PA
13	Idaho	ID	40	Rhode Island	RI
14	Illinois	IL	41	South Carolina	SC
15	Indiana	IN	42	South Dakota	SD
16	Iowa	IA	43	Tennessee	TN
17	Kansas	KS	44	Texas	TX
18	Kentucky	KY	45	Utah	UT
19	Louisiana	LA	46	Vermont	VT
20	Maine	ME	47	Virginia	VA
21	Maryland	MD	48	Washington	WA
22	Massachusetts	MA	49	West Virginia	WV
23	Michigan	MI	50	Wisconsin	WI
24	Minnesota	MN	51	Wyoming	WY
25	Mississippi	MS	52	Puerto Rico	PR
26	Missouri	MO	53	Virgin Islands	VI
27	Montana	MT	54	Guam	GU

GEOGRAPHIC CODES FOR STATE OF BIRTH AND RESIDENCE - Continued

55 Canada

55 Canadian Provinces

Alberta (Alta.)
British Columbia (B.C.)
Great Northwest Territories (GNWT or NWT)
Manitoba (Man.)
New Brunswick (N.B.)
Newfoundland (Nfld.)
Nova Scotia (N.S.)
Ontario (Ont.)
Prince Edward Island (PEI)
Quebec, Province of Quebec (Que. or P.Q.)
Saskatchewan (Sask.)
Yukon Territory (Y.T.)

56 Cuba

57 Mexico

59 Remainder of World

APPENDIX B

LIST OF MAJOR CITIES IN THE UNITED STATES AND THE STATES IN WHICH THEY ARE LOCATED

(Use if State is reportable but not reported)

Atlanta, Georgia
Baltimore, Maryland
Boston, Massachusetts
Buffalo, New York
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Dallas, Texas
Denver, Colorado
Detroit, Michigan
Houston, Texas
Indianapolis, Indiana
Los Angeles, California
Memphis, Tennessee
Milwaukee, Wisconsin
Minneapolis, Minnesota
New Orleans, Louisiana
New York, New York
Philadelphia, Pennsylvania
Pittsburgh, Pennsylvania
San Antonio, Texas
San Diego, California
San Francisco, California
Seattle, Washington
St. Louis, Missouri
Washington, District of Columbia

APPENDIX C

INTERPRETATIONS OF ATLAS NOTATIONS

1. If the notation "part of ____" or "population included in ____" appears, consider the entry to be an inclusion of the city named and code accordingly.

2. If the notation "rural" and "mail to ____" or "no pop." appears, code to the balance of the county.

3. If only the notation "mail to ____" or "population included with ____" appears, code to the balance of the named county. ("Population included with" refers to an unincorporated place.)

4. If the notation "Station," "Branch of ____" or "Rural Station" appears, code to the balance of county.

5. If the notation "Station of ____ P. O." appears, consider the entry to be an inclusion of the city named and code accordingly.

APPENDIX D

LARGEST CITY AND STATE OF RESIDENCE

State of Residence	Code	Largest City
Alabama	008	Birmingham
Alaska	001	Anchorage
Arizona	011	Phoenix
Arkansas	014	Little Rock
California	115	Los Angeles
Colorado	009	Denver
Connecticut	003	Bridgeport
Delaware	003	Wilmington
District of Columbia	001	Washington
Florida	033	Jacksonville
Georgia	004	Atlanta
Hawaii	004	Honolulu
Idaho	002	Boise City
Illinois	032	Chicago
Indiana	027	Indianapolis
Iowa	011	Des Moines
Kansas	033	Wichita
Kentucky	016	Louisville
Louisiana	024	New Orleans
Maine	007	Portland
Maryland	003	Baltimore
Massachusetts	012	Boston
Michigan	023	Detroit
Minnesota	035	Minneapolis
Mississippi	014	Jackson
Missouri	044	St. Louis
Montana	002	Billings

LARGEST CITY AND STATE OF RESIDENCE - Continued

State of Residence	Code	Largest City
Nebraska	011	Omaha
Nevada	003	Las Vegas
New Hampshire	008	Manchester
New Jersey	094	Newark
New Mexico	002	Albuquerque
New York	060	New York
North Carolina	008	Charlotte
North Dakota	003	Fargo
Ohio	030	Cleveland
Oklahoma	023	Oklahoma City
Oregon	023	Portland
Pennsylvania	096	Philadelphia
Rhode Island	013	Providence
South Carolina	005	Columbia
South Dakota	007	Sioux Falls
Tennessee	026	Memphis
Texas	066	Houston
Utah	016	Salt Lake City
Vermont	001	Burlington
Virginia	021	Norfolk
Washington	030	Seattle
West Virginia	003	Charleston
Wisconsin	032	Milwaukee
Wyoming	001	Casper
Puerto Rico	763	San Juan
Virgin Islands	001	Charlotte Amalie

APPENDIX E

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE

ENTRY	CODE
Afghanistan	1
African	2
Aleut	3
Algerian	1
Alocona	9
American	1
Amish	1
Anglo-Saxon	1
Arabian	1
Argentinian	1
Armenian	1
Aryan	1
Asian Indian	0
Asiatic	0
Assyrian	1
Athapaskan	3
Australian	1
Austrian	1
Azores	1
Bahamian	9
Bangladeshi	0
Basque	1
Bavarian	1
Begri	9
Belizian	7
Bilalian	2
Blanc	1
Bohemian	9
Bolivian	1
Brava (Bravo)	1
Brazilian	1
British Honduran	9
Burmese	0
C	9
Cajun	7
Cambodian	0
Canadian	1
Cape Verde	2
Carib	7
Caucasian	1
Ceylonese	0
Chamorro	0
Chamosso	9
Chicano	1
Chinese	4
Colestran	9
Colombian	1
Cosmopolitan	9
Costa Rican	1
Creole	7
Crucian	1
Cuban	1
Czechoslovakian	1
Dominican	2
Dutch East Indian	0
East Indian	0
Ebian	1
Ecuadorian	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE
Egyptian	1
English	1
English-French	1
English-Irish	1
Eritrean	2
Eskimoan	3
Ethiopia(n)	2
Eurasian	0
European	1
Fijian	0
Filipino	8
Finnish	1
French	1
French Canadian	1
French Indian	3
German	1
Ghanaian	2
Gilbertese	0
Greek	1
Guam(ian)(ese)	0
Guatemalan	7
Guyanese	9
Gypsy	1
Haitian	2
Hamitic	2
Hawaiian	6
Hebrew	1
Hindu	0
Hispanic	1
Honduran	7
Hungarian	1
Icelandic	1
India	0
Indian (American, Alaskan, Canadian, Mexican)	3
Indo-Aryan	0
Indonesian	0
Iran(ian)	1
Iraqi	1
Irish	1
Islamic	1
Israelite	1
Italian	1
Jackson (Jack) White	7
Jamaican	2
Japanese	5
Java	0
Jew	1
Jordanian	1
Kenyan	2
Korean	0
Kuwaitian	1
Ladina	1
Laotian (Asian)	0
Latin American	1
Latvian	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE
Lebanese	1
Liberian	2
Libyan	1
Lithuanian	1
Mal.	9
Malada	9
Malawian	2
Malayan	0
Maltese	1
Maori	0
Marshallese	0
Marshenese	1
Mauritian	1
Mediterranean	1
Melanesian	0
Mestizo	7
Mestizo-Inca	7
Mexican	1
Mexican Indian	3
Micronesian	0
Mixed	7
Mohammedan (Moslem)	1
Moor	7
Moroccan	1
Mosotho	9
Mugandan	2
Mullato	2
Muslim	1
N/W	9
Nassau	2
Nepalese	0
Nicaraguan	7
Nigerian	2
Nipponese (Nipon)	5
Nordic	1
Norwegian	1
Nubian	2
Occidental	1
Octaroon	2
Okinawan	5
Pakistani	0
Palauan	0
Panamanian	7
Parsi	1
Persian	1
Peruvian	1
Phoenician	9
Polish	1
Polynesian	0
Ponapean	0
Portuguese	1
Puerto Rican	1
Punjabi	0
Quadroon	2
Red	3
Romanian	1
Rotanese	0
Russian	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE
Ryukyan	5
Saipanese	0
Salvadorian	7
Samoa(n)	0
Santo-Domingo	2
Saudi Arabia(n)	1
Saxon(y)	1
Scandinavian	1
Scotch	1
Selawik	3
Semitic	1
Serbian	1
Servian	1
Seychelloise	2
Siamese	0
Siamsh Am	9
Sicilian	1
Sikh	0
Singhalese	0
Sino Burman	4
Slovakian	1
Soanish	9
South American	1
Spanish	1
Sudanese	2
Sunni	1
Swedish	1
Syrian	1
Tahitian	0
Taimskin	3
Taiwanese	4
Tamil-Ceylonese	0
Tamil-Malayan	0
Tanzanian	2
Teutonic	1
Thai	0
Tibetan	0
Tongan	0
Trigueno	7
Trinidadian	2
Tunisian	1
Turk	1
Ubontilian	0
Ugandan	2
Ukranian	1
Ulithian	9
Ute	3
Venezuela(n)	1
Vietnam(ese)	0
W	1
Welsh	1
West Indies (Indian)	2
Wiam (White American)	1
Yapanes	0
Yugoslavian	1
Zoroastrian	1

APPENDIX F

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO

Abnaki
Absentee-Shawnee
Acoma
Ak Chin
Alabama-Coushatta
  Tribes of Texas
Alsea
Apache
Arapaho
Arikara
Assiniboin
Atacapa
Athapaskan
Atsina
Aztec
Bear River
Beaver
Bella Coola
Beothuk
Blackfoot
Blood Piegan
Blue Lake
Brotherton
Caddo
Cakchiquel-lenca
Calapooya
Carrier
Catawba
Cattaraugus
Cayuga
Cayuse
Chasta Costa
Chehalis
Chemehuevi
Cherokee
Chetco
Cheyenne
Cheyenne River Sioux
Chickahominy
Chickasaw
Chinook
Chipewyan
Chippewa
Chippewa-Ojibwa
Chiricahua Apache
Chitimacha
Choctaw
Chol
Chontal
Chorti
Chuckchansi
Chumash
Clallam
Clatsop
Clackamus
Clear Lake
Coast Salish
Cochimi
Cochiti
Cocopa
Coeur D'Alene Tribe
  of Idaho
Cocopah
Columbia
Colville
Comox
Comanche
Concow
Conquille
Coushatta
Covelo
Cow Creek
Cowichan
Cowlitz
Coyotero Apache
Cree
Creek
Crow
Crow Creek Sioux
Dakota
Delaware
Diegueno
Digger
Dog Rib
Duckwater
Euchi
Eyak
Flathead
Fort Hall Res. Tribe
  of Idaho
French Indian
Gabrieleno

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Galice Creek
Gay Head
Gosiute
Gros Ventre
Haida
Han
Hare
Hat Creek
Hawasupai
Hidatsa
Hoh
Hoopa
Hopi
Houma
Hualapai
Huastec
Humboldt Bay
Hupa
Huron
Illinois
Ingalik
Iowa
Iroquois
Isleta
Jemez
Joshua
Juaneno
Jicarilla Apache
Kaibah
Kalispel
Kanosh Band of Paiutes
Kansa
Karankawa
Karok
Kaska
Kaw
Kawai
Keresan Pueblos
Kern River
Kichai
Kickapoo
Kiowa
Kiowa Apache
Kitamat
Klamath
Klikitat
Koasati
Kootenai Tribe of Idaho
Kusa
Kutchin
Kutenai
Kwakiutl
Lac Courte Dreille
Laguna
Lakmuit
Lipan Apache
Lower Brule Sioux
Luiseno
Lummi
Maidu
Makah
Malecite
Mandan
Maricopa
Mary's River
Mashpee
Mattaponi
Maya
Mayo
Mdewakanton Sioux
Menominee
Menomini
Mequendodon
Mescalero Apache
Miami
Micmac
Mission Indians
Missouri
Miwok
Mixe
Mixtec
Modoc
Mohave
Mohawk
Mohegan
Molala
Monachi
Mono
Montagnais
Montauk
Muckleshoot
Munsee
Nambe
Namsemond

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Nanticoke
Narragansett
Naskapi
Natchez
Navaho
Navajo
Nez Perce
Niantic
Nipmuck
Nisenan-Patwin
Nisqually
Nomelaki
Nooksak
Nootka
Northern Paiute
Oglala Sioux
Okanogan
Omaha
Oneida
Onondaga
Opata
Opato
Osage
Oto
Otoe
Otomi
Ottawa
Ozette
Paiute
Pamunkey
Panamint
Papago
Passamaquoddy
Patwin
Pawnee
Pen d'Oreille
Penobscot
Peoria
Pequot
Picuris
Pima
Pit River
Pojoaque
Pomo
Ponca
Poosepatuck
Potawatomi
Potomac
Powhatan
Pueblos
Puyallup
Quapaw
Quechan
Quileute
Quinaielt
Quinault
Rappahannock
Rogue River
Rosebud Sioux
Sac and Fox
Saginaw
Salish
Sandia
San Felipe
San Ildefonso
San Juan
San Lorenzo
San Luis Obispo
San Luiseno
Sanpoil
Sanpoil Nespelem
Sant'ana
Santa Barbara
Santa Clara
Santa Ynez
Santee
Santee Sioux
Santiam
Sauk and Fox
Scaticook
Sekane
Seminole
Seneca
Seri
Shasta
Shawnee
Shinnecock
Shivwits Band of Paiutes
Shoshone
Shoshone-Bannock
Shuswap
Siouans
Sioux
Sisseton

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Sisseton-Wahpeton Sioux
Siuslaw
Skagit Suiattle
Skokomish
Slave
Smith River
Snake
Snohomish
Snoqualmi
Songish Southern Paiute
Squaxin
Stockbridge
Sumo-Mosquito
Suquamish
Swinomish
Taimskin
Tanana
Tanoan Pueblos
Taos
Tarahumare
Tarascan
Tawakoni
Tejon
Tenino or Warm Springs
Tesuque
Teton
Teton Sioux
Tillamook
Timucua
Thlinget
Tolowa
Tonawanda
Tonkawa
Tonto Apache
Topinish
Totonac
Tsimshian
Tulalip
Tule River Indians
Tunica
Tuscarora
Tututni
Umatilla
Umpqua
Upper Chinook
Ute
Waca
Waicuri-Pericue
Wailaki
Walapai
Walla Walla
Wampanoag
Wapato
Warm Springs
Wasco
Washo
Washoe
Western Apache
Western Shoshone
Whilkut
Wichita
Wikchamni
Wind River Shoshone
Winnebago
Wintu
Wintun
Wishram
Wyandotte
Xicaque
Yahooskin
Yakima
Yamel
Yana
Yankton
Yanktonnais Sioux
Yaqui
Yaquina
Yavapai
Yawilmani
Yellow Knife
Yerington Paiute
Yokuts
Yokuts-Mono
Yomba Shoshone
Yuchi
Yuki
Yuma
Yurok
Zacatec
Zapotec
Zia
Zoque
Zuni

APPENDIX G

OTHER ENTRIES REPORTED ON RECORDS AND CODES FOR EDUCATION OF MOTHER AND FATHER

College Entries	Code
4 + 2	17
Post graduate	17
16 mos.	13
(convert months by dividing by 9) (1 yr. 7 mos.)	
3/4	13
2.5	14
1+1 N.T.	13
1500 hrs.	99
10	17
P. G. - 4	99
In 2nd year	13
B	16
BA with 1 yr. law	17
Senior	15
Soph.	13
College	16
University	16
1 year Prep.	99
Yes	16
4 semesters	14
Assoc. degree	14
Graduate	16
6 months	12
2/3	12
Less than 3/4 year or less than 9 mo.	12
Technical or Trade School	99
Junior College	14
Juris Doctor	17

Elementary or Secondary Entries	Code
Finished in service	12
G.E.D. - Army	12
3 - graduate	11
Senior	11
Soph.	09
High School	12
Yes	12
GED	12
Graduate	12

APPENDIX H

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR ETHNIC ORIGIN

Entry	Code
Acadian	15
Afghan	21
African	24
Afro-American	24
Alaska Native	07
Albanian	19
Aleut	07
Algerian	23
American	06
American Indian	07
American Negro	24
American White	06
Amish	99
Anglo American	08
Anglo Saxon (Anglo)	08
Angolan	24
Arab	22
Argentina (Argentino)	04
Arian (Aryan)	99
Armenian	22
Asian	22
Asian Indian	21
Australian	20
Austrian	16
Azorean	19
Bahamian	99
Bahrain	22
Balearic Islands	05
Bangladesh	21
Basque	05
Bavarian	16
Belgian	16
Belizian	04
Belorussian	18
Bengali	21
Benin	24
Bermudan	15
Bhutanese	21
Bilalian	24
Black	24
Bohemian	18
Bolivian (Boliviano)	04
Boricua (Borinqueno)	05
Botswana	24
Brazilian	15
British	08
Bulgarian	18
Burmese	20
Burundi	24
Byelorussian	18
Cajun	15
Californio	05
Cambodian	20
Cameroon	24
Canadian	15
Canary Islands	05
Cantonese	20
Cape Verdean	24
Castilian	05
Catalonia	05
Caucasian	99
Celtic	08
Central African Republic	24
Central European	99
Centroamericano	04

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR ETHNIC ORIGIN - Continued

Entry	Code
Ceylonese	21
Chad	24
Chamorro	20
Chicano	01
Chile (Chileno)	04
Chinese	20
Colombia (Colombiano)	04
Congolese	24
Costa Rica (Costarricense)	04
Creole	16
Croatian	19
Cuban (Cubano)	03
Cypriot	22
Czechoslovakian	18
Dahomey	24
Danish	12
Dominican Republic (Dominicano)	04
Dutch	16
Eastern European	18
East Indian	20
Ecuador (Ecuatoriano)	04
Egyptian	23
El Salvador	04
English	08
Equatorial Guinea	24
Eskimo	07
Eskimoan	07
Espana	05
Espanol	05
Estonian	18
Ethiopian	24
Eurasian	22
European	99
Falkland Islands	04
Fernando Po	05
Fijian	20
Filipino	20
Finnish	17
Flemish	16
Franco American	11
French	11
French Canadian	15
French Indian	07
Gabonese	24
Galapagos Islands	04
Gambian	24
Georgian	18
German	10
Ghanian	24
Great Russian	18
Greek	19
Greenland	15
Guamanian	20
Guatemala (Guatemalteco)	04
Guinean	24
Guyana	15
Gypsy	22
Haitian	15
Hawaiian	20

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR ETHNIC ORIGIN - Continued

Entry	Code
Hebrew	22
Hindu	21
Hispano	05
Honduras (Hondureno)	04
Hong Kong	20
Hungarian	18
Iberia (Ibero)	05
Icelandic	17
Indian (Asian)	21
Indonesian	20
Iranian	22
Iraqi	22
Irish	09
Israeli	22
Italian	14
Ivory Coast	24
Jamaican	15
Japanese	20
Javanese	20
Jewish	99
Jordanian	22
Kashmirian	21
Kenyan	24
Korean	20
Kuwaiti	22
Laotian	20
La Raza	05
Latin American	05
Latino	05
Latvian	18
Lebanese	22
Lesotho	24
Liberian	24
Libyan	23
Lithuanian	18
Madagascan	24
Majorca	05
Malawi	24
Malaysian	20
Mali	24
Mallorca (Mallorquin)	05
Maltese	19
Maori	20
Mauritanian	24
Mauritius	24
Melanesian	20
Mexican (Mexicano)	01
Mexican American	01
Micronesian	20
Mixed	99
Monogolian	20
Moroccan	23
Moslem	99
Muslim	99
Native American	07
Negro	24
Nepali	21
Newfoundland	15
New Zealander	20
Nicaragua (Nicaraguense)	04

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR ETHNIC ORIGIN - Continued

Entry	Code
Niger	24
Nigerian	24
Nipponese	20
Nordic	17
North American	15
Norwegian	12
Okinawan	20
Oriental	20
Paicfic Islander	20
Pakistani	21
Palestinian	22
Panama (Panameno)	04
Paraguay (Paraguayo)	04
Pennsylvania Dutch	10
Persian	22
Peru (Peruano)	04
Philipino	20
Polish	13
Polynesian	20
Portuguese	19
Punjabi	20
Puerto Rican (Puertorriqueno)	02
Qatar	22
Red	07
Rhodesian	24
Romany	22
Rumanian	18
Russian	18
Rwanda	24
Salvadoreno	04
Samoan	20
Saudi Arabian	22
Scandinavian	12
Scotch-Irish	08
Scottish	08
Serbian	19
Serbo-Croation	19
Siamese	20
Sicilian	14
Sierra Leone	24
Sikhs	21
Singaporean	20
Singhalese	21
Slavic	19
Slovak	18
Slovenian	19
Slovish	19
Slovikian	19
Somalian	24
South African	24
Southern European	19
Spain	05
Spaniard	05
Sudanese	23
Swaziland	24
Swedish	12
Swiss	16
Syrian	22
Taiwanese	20
Tanzanian	24
Thai	20

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR ETHNIC ORIGIN - continued

ENTRY	CODE
Togolese	24
Trinidadian	15
Tunisian	23
Turkish	22
Ubontilian	20
Ugandan	24
Ukrainian	18
United Kingdom	08
Upper Volta	24
Uruguay (Uruguayo)	04
Valencian	05
Venezuela (Venezolano)	04
Vietnamese	20
Welsh	08
West Indian	15
White	99
White Russia	18
Yellow	20
Yemen	22
Yugoslavian	19
Zaire	24
Zambian	24
Zanzibar	24

TYPE OR PRINT IN PERMANENT INK FOR INSTRUCTIONS SEE HANDBOOK

Form Approved
OMB No. 68R 1900

U.S. STANDARD

CERTIFICATE OF LIVE BIRTH

LOCAL FILE NUMBER

BIRTH NUMBER

CHILD—NAME (First, Middle, Last) 1.	SEX 2.	DATE OF BIRTH (Mo., Day, Yr.) 3a.	HOUR 3b.

HOSPITAL—NAME (If not in hospital, give street and number) 4a.	CITY, TOWN OR LOCATION OF BIRTH 4b.	COUNTY OF BIRTH 4c.

I certify that the stated information concerning this child is true to the best of my knowledge and belief. 5a. (Signature) ▶	DATE SIGNED (Mo., Day, Yr.) 5b.	NAME AND TITLE OF ATTENDANT AT BIRTH IF OTHER THAN CERTIFIER (Type or print) 5c.
CERTIFIER—NAME AND TITLE (Type or print) 6d.	MAILING ADDRESS (Street or R.F.D. No., City or Town, State, Zip) 6e.	
REGISTRAR 6a. (Signature) ▶		DATE RECEIVED BY REGISTRAR (Month, Day, Year) 6b.

MOTHER—MAIDEN NAME (First, Middle, Last) 7a.	AGE (At time of this birth) 7b.	STATE OF BIRTH (If not in U.S.A., name country) 7c.

RESIDENCE—STATE 8a.	COUNTY 8b.	CITY, TOWN OR LOCATION 8c.	STREET AND NUMBER OF RESIDENCE 8d.	INSIDE CITY LIMITS (Specify yes or no) 8e.

MOTHER'S MAILING ADDRESS—If same as above, enter Zip Code only
9.

FATHER—NAME (First, Middle, Last) 10a.	AGE (At time of this birth) 10b.	STATE OF BIRTH (If not in U.S.A., name country) 10c.

I certify that the personal information provided on the certificate is correct to the best of my knowledge and belief. (Signature of Parent or other informant) 11a. ▶	RELATION TO CHILD 11b.

INFORMATION FOR MEDICAL AND HEALTH USE ONLY

RACE—MOTHER (e.g., White, Black, American Indian, etc.) (Specify) 12.	RACE—FATHER (e.g., White, Black, American Indian, etc.) (Specify) 13.	BIRTH WEIGHT 14.	THIS BIRTH—Single, twin, triplet, etc. (Specify) 15a.	IF NOT SINGLE BIRTH—Born first, second, third, etc. (Specify) 15b.	IS MOTHER MARRIED? (Specify yes or no) 16.

PREGNANCY HISTORY (Complete each section)			EDUCATION—MOTHER (Specify only highest grade completed)		EDUCATION—FATHER (Specify only highest grade completed)	
LIVE BIRTHS (Do not include this Child)	OTHER TERMINATIONS (Spontaneous and Induced)		Elementary or Secondary (0-12)	College (1-4 or 5+)	Elementary or Secondary (0-12)	College (1-4 or 5+)
17a. Now living Number ____ None ☐	17b. Now dead Number ____ None ☐	17d. Before 20 weeks Number ____ None ☐	17e. After 20 weeks Number ____ None ☐	18.		19.	

DEATH UNDER ONE YEAR OF AGE Enter State File Number of death certificate for this child	DATE LAST NORMAL MENSES BEGAN (Month, Day, Year) 20.	MONTH OF PREGNANCY PRENATAL CARE BEGAN First, second, etc. (Specify) 21a.	PRENATAL VISITS Total number (If none, so state) 21b.	APGAR SCORE 1 min. 22a.	APGAR SCORE 5 min. 22b.
MULTIPLE BIRTHS Enter State File Number for mate(s)	COMPLICATIONS OF PREGNANCY (Describe or write "none") 23.				
LIVE BIRTH(S)	DATE OF LAST LIVE BIRTH (Month, Year) 17c.	DATE OF LAST OTHER TERMINATION (as indicated in d or e above) (Month, Year) 17f.	CONCURRENT ILLNESSES OR CONDITIONS AFFECTING THE PREGNANCY (Describe or write "none") 24.		
FETAL DEATH(S)	COMPLICATIONS OF LABOR AND/OR DELIVERY (Describe or write "none") 25.		CONGENITAL MALFORMATIONS OR ANOMALIES OF CHILD (Describe or write "none") 26.		

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE—PUBLIC HEALTH SERVICE—NATIONAL CENTER FOR HEALTH STATISTICS
1978 REVISION

HRA-161
Rev. 1/78

ILLUSTRATION 1

ILLUSTRATION 2

DATA PREPARATION BRANCH
VITAL RECORDS SECTION
LOT CONTROL RECORD

SECTION I. RECORDS CONTROL UNIT

19 _____

Registration Area _____ Reel _____

Data Month(s) _____ _____

Film Image Nos: From _____ to _____

Shipment No. _____

No Records In Work Unit _____ _____

Image No: From _____ to _____

Births ___ ▱

Deaths ___ ▱

Fetal Deaths ___ ▱

Marriages ___ ▱

Divorces ___ ▱

NUMBER OF RECORDS

Checklist Void/Cancelled _____

Transmittal Total _____

Belated Records _____

Total Records _____

Expected No. Records _____

Alert - Shipment Includes

CHECKLIST AND CONTROL ADJUSTMENTS

Certificates Voided/Cancelled, etc., By State or Checklist

SECTION II. DEMOGRAPHIC CODING UNIT

A. SAMPLING:

Random Start ___ Skip Interval ___ Terminal Digits ___

Sample Digit _____ Allowable Error ___

Errors on Sample ___ Weighted Errors ___ Total Verif. Errors _____

B. MACHINE OPERATION:
CERTIFICATES WITH ERRORS

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Search Identifier		Records Not Found In Verification of Tape	Keyed
Date	Cert. No.		

C. IRREGULARITIES AND/OR DELETIONS

Illegible	Missing Numbers	Filmed Behind Wrong Target	Unnumbered Images	Dup. Cert. No.-Diff. Events	Voided or Cancelled On Film	Deletions	Second Ceremony	Unused License

ILLUSTRATION 3

NCHS--DDP **REFERRAL FORM -- DATA PREPARATION BRANCH**

NAME: _____ **DATE:** _____

UNIT: _____

VITAL RECORDS	HOSPITAL RECORDS	HEALTH INTERVIEW	
REGIST. NUMBER	BATCH NUMBER	BATCH NUMBER	
LOT NUMBER	HOSPITAL NUMBER	PSU NUMBER	
IMAGE NUMBER	HDS NUMBER	SEGMENT NUMBER	
RECORD TYPE		SERIAL NUMBER	
		PERSON NUMBER	

CATEGORY OF REFERRAL: ☐ Coding Problem ☐ Record Format ☐ Other

STATEMENT OF PROBLEM: _____

CODER'S SPECIFIC QUESTION: _____

SUPERVISOR'S DECISION: _____

CATEGORY OF DECISION: ☐ A ☐ B ☐ C ☐ D **DECISION BY:** _____

FOR INFORMATION ONLY: _____

REPORTED BY: _____ **TRANSMITTAL DATE:** _____

HRA-47 (4-74) (Formerly HSM-257)

GOVERNMENT PRINTING OFFICE: 1985 489 591 42149

VITAL RECORDS SECTION
CHECKLIST AND DATA TABULATION ANALYSIS

REVIEWER _____ COMPLETED _____ CODER _____

DATE RECEIVED _____ VERIFIER _____

CYCLE _____ COMPLETED DATE _____

		ERRORS					CORRECTION -1-					-2-	-3-
	Card Type	State	R. A.	Ship. No.	County	Certificate No.	Corrected Place of Occurrence State	Corrected Place of Occurrence County	R. A.	Ship. No.	Certificate No.	Deletion	Addition
Cols.	1	2-3	4	5-6	7-9	10-15	16-17	18-20	21	22-23	24-29		

CARD TYPES: 1 = Change Card 2 = Deletion Card 3 = Addition Card

ILLUSTRATION 4